



Music Link International: Safeguarding and Protection Policy and Procedures (August 2024 - to be reviewed in August 2025)

STATEMENT

Music Link International works with children, young people and adults in rehearsal and performance settings. We recognise that the welfare, well-being, and safety of children, young people and adults is paramount in all the work we do and the decisions we take. We believe we have a responsibility to keep children, young people and adults safe, working in a way that protects them and promotes their well-being and welfare.

The purpose of this policy statement is:

- to protect children, young people and adults who participate in activities produced by Music Link International from harm.
- To provide staff/volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child safeguarding.

PRINCIPLES

In all our work with children, young people and adults, we adhere to the following principles:

1. The well-being and safety of each person is our primary concern
2. To respect the rights and dignity of every person we work with.
3. To ensure that children, young people and adults are treated equitably and sensitively, regardless of disability, gender, race, religion or belief, sexual orientation, or age.
4. To ensure that feelings and concerns of any child, parent/carer, young person or adult are listened to and acted upon sensitively and with due procedure. This includes awareness of mental health issues.
5. To ensure that all staff accept the responsibility of protecting all participants, whether under 18 or over, from harm and maltreatment, and to report and respond to suspicions or allegations of abuse or harm swiftly and appropriately

POLICY AND PROCEDURE

Children and young people are defined as those persons aged under 18 years old.

This policy applies to anyone working on behalf of Music Link International, including senior managers, board members/trustees, paid staff, volunteers, sessional workers, agency staff and students. Safeguarding is everyone's responsibility. For our safeguarding policy to be effective everyone will play their part in keeping people safe.

In all our work with children we seek to keep children and young people safe by:

- Ensuring the welfare of each individual is paramount and that their right to protection from abuse is upheld
- Building a safeguarding culture where staff and volunteers, children, young people and adults, treat each other with respect and are comfortable about sharing concerns

- Being committed to working with appropriate agencies to ensure the reporting of abuse is appropriate and in line with local and national requirements and information sharing guidance. We are committed to involving children, young people, parents, families and carers appropriately.
- Ensuring all staff, children, young people and adults are alert to possible signs of abuse of any kind as listed below.

Abuse and neglect

Abuse and neglect can take many different forms. Below are some examples:

- physical abuse
 - psychological abuse
 - neglect (sometimes including self-neglect)
 - sexual abuse or exploitation
 - financial or material abuse
 - disability hate crime
 - discriminatory abuse (for example on grounds of race, age or sexual orientation)
 - domestic abuse
 - organisational abuse (when a group of people are abused by an organisation, such as a care home)
 - female genital mutilation
 - restraint (unlawful or inappropriate use of restraint or physical interventions)
- Having a Designated Lead for safeguarding at Music Link International. The Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse. The DSL for Odyssey Music Foundation is Gill Tarlton gillviolin@gmail.com.
 - Ensuring all staff will be made aware of their safeguarding responsibilities and procedures to be followed if there is a concern.
 - Ensuring all staff will discuss their concerns with the Designated Safeguarding Lead to get appropriate support.
 - Requiring all staff engaged in any work which involves activity or substantial unsupervised contact with children or young people to undertake Disclosure and Barring Service (DBS) checks at the enhanced level.
 - Recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
 - Ensuring that arrangements are in place for providing First Aid. This includes having the location of a First Aid kit clearly displayed.
 - Reviewing this policy annually

FLOWCHART FOR REFERRAL



If the matter is urgent because a child or adult at risk of harm is in immediate danger
phone 999 for the Police.

SEE IT

Are they safe? If you are concerned about a child, you could help stop abuse
if you follow the safeguarding policy and procedure

It is not your responsibility to decide if abuse has happened. **It IS your responsibility to report it
to the Safeguarding Lead and/ or appropriate authority**



RECOGNISE IT

- Share your concerns and information with the Designated Safeguarding Lead. Share your concerns immediately. If this is not possible, concerns **MUST** be reported within 24 hours.
- If there is immediate danger to the child or Adult at Risk call 999 for the Police.



REPORT IT

If you/Designated Safeguarding Lead have a concern about a child, please make your referral to the relevant local authority, and where appropriate, the local authority will refer cases to the MASH team.

- Hammersmith & Fulham - tel: 020 8753 6610
- Kensington and Chelsea - socialservices@rbkc.gov.uk or tel: 020 7361 3013
- Westminster - accesstochildrens-services@westminster.gov.uk or tel: 020 7641 4000

Further information here:

<https://www.rbkc.gov.uk/lscp/information-professionals-and-volunteers/multi-agency-safeguarding-hub-mash>

Contact information: Designated Safeguarding Lead

Name: Gillian Tarlton

Email:

gillviolin@gmail.com

Phone: 07950 492 325

Notes

- Parents/Carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring.
- Local Authority Designated Officer (LADO) Referrals: If you have concerns about an adult working with a child under the age of 18 that you would like to report, do this here:

<https://www.rbkc.gov.uk/lscp/information-professionals-and-volunteers/lado-managing-allegations>

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*